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MEMORANDUM FOR: Chief, Plans and Policy Staff

30 October 1957

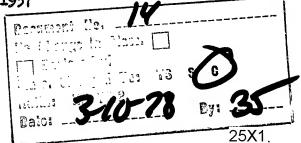
SUBJECT

: Intelligence School Heekly Report #44 24 October through 30 October 1957

I. SIGNIFICANT ITEMS: None.

II. OTHER ACTIVITIES:

A. OTR Orientation Officer

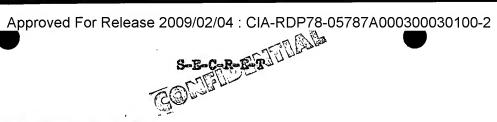


(1) On 25 October a two-hour briefing followed by a one-hour discussion period was presented to 19 persons attending the Administration Operations Course given by the Foreign Service Institute. The Course Chairman was also in attendance.

(3) On 24 October a three-hour briefing was presented to 29 members of the Junior Foreign Service Officer Course. This program is given once a month and reaches all new F50's.

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D.	Operations	Support
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(1) The Operations Support Faculty has decided to use the PP case suggested by UH Division. Arrangements have been made for to work within the Division and have access to Division files for the purpose of preparing the case.	25X1
(2) Necessary clearances and sterilization were completed on the FI case being located by for use in Operations Support. The Faculty is reviewing this case, which will be reproduced for student study, and it will be ready for the typist in about two weeks. It will be presented in the current Dispatch and Report form as a Division file and broken down into categories according to the system now used.	25X1
(3) has been asked to present a sixty-minute lecture in the Operations Course at on 13 November. The lecture will cover various logistical procedures at field stations.	25X1
(b) The Supply Handbook for Field Case Officers has been received from Reproduction and is ready for distribution.	25X1
(5) Production of the Logistics film "The Other Hat" is scheduled to start on 12 November. will act as technical advisor.	25X1
(6) has formulated a set of key questions to be used when conferring with staff and division chiefs in the Office of Personnel, relative to present and anticipated training needs within their respective areas.	25X1
(7) participated in a question and answer accion with the Foreign Service Administrative Officers during the briefing held on 25 October.	25 X 1
E. Clerical Training	
(1) During the week of 21 October there were people in Clerical Induction Training. Of these, were entering class for the first time. During the same period, there were people in Clerical Orientation.	25X1 25X1 25X1
(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of the officers: Of people tested in shorthand,	25X1 25X1
qualified; of tested in typewriting, qualified.	25X1

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(3) The results of the official Agency tests administrated by Clerical Refresher to on-duty Agency clerical employees on 22 October very as follows: One person tested in abortham did not qualify; of people tested in typewriting, qualified.

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(4) The Office of Ferronnel has been requested to "take back" clarical employees the vers assigned to offices last sumer. Frobably the Office of Ferronnel vill request this Faculty to provide additional training for these employees, in order to make it possible for them to be reassigned.

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of the clerical training in shorthand at that post. She discussed tentative plans for a program of self-ctudy in shorthand with the Fersonnel Officer. Such a program would be followed up by a series of regular monthly visits by a member of the Clerical Training staff to assist employees and to present their achievements.

(6) As a further attempt to improve the acoustics in the large Clerical Orientation lecture room (Room 501), draperies have been installed on three walls of the room.

F. Management Training

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(1) Easic Supervision #35 for GS 12-14 supervisors began on 28 October. This presentation will continue until 15 November. This senior running of the course has usually been attended chiefly by members from DD/I. This time there are from the DD/I, and all but one of the other members are operational or in operations support. This has required some shifting of group sessions and guest speakers. During this course it is planned to continue with recording staff lectures for the Vital Materials program.

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- (2) Ar. Gordon Stewart, Director of Personnel, has agreed to talk to a group of first-line supervisors on 19 November in 117 Central. Approximately members of supervision courses are being contacted for this follow-up meeting, the second large resting so far to be scheduled in Central Building for the purpose of bringing together some of the Agency supervisors and some of its exhbers of middle and top management. General Caball spoke at a similar meeting last April.
- (3) Easic Management #38 (GS 13-15) is in its second week of operation in Alcott Hall. This class has been showing unusual perception in the analysis of case studies. It is apparent that much more difficult cases must be devised for the higher grades taking Easic Management.

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	(4) Management (Special) for SR ended on Friday, 25 October. Illness deprived the group of nembers for most of the second week, but the survivors carried on in good health and spirit. C/SR, spoke to the group on Thursday for	25X1
	an hour and a half. and his subordinates obviously enjoyed the opportunity to exchange views on several problems of mutual interest. Student reaction to the course was highly favorable.	25X1
III.	PERSONNEL NOTES:	25X1
	transfer from the Intelligence Faculty to the JOTP, originally planned for 28 February, has been advanced to 30 December.	25X1
	B. was on annual leave 24 and 25 October because of the serious illness of his father.	
	c. was on annual leave 16-24 October because of the death of his father.	25X1
	D. is attending a two-day session of budget and fiscal officers being conducted outside of Washington.	25X1
	E. bas begun Basic Supervision #35.	25X1
	Chief Intalliannan School	